

Checklist for Evaluation of Ergonomic Stress at Workstations
Equipped with Video Display Terminals

	<u>Yes</u>	<u>No</u>
1. VDT stations are arranged so that lighting does not reflect directly off the screen.	_____	_____
2. The seat and backrest of the chair support comfortable posture permitting occasional variation in the sitting position.	_____	_____
3. Seat height is adjustable so that the entire sole of the foot rests on the floor or footrest, and the back of the knee is slightly higher than the seat of the chair.	_____	_____
4. Backrest height is adjustable.	_____	_____
5. Backrest angle is adjustable.	_____	_____
6. Footrest provided if desired by individual.	_____	_____
7. The height of the surface on which the keyboard rests is adjustable, allowing the worker's forearms, with fingers resting on the keyboard, to be nearly horizontal or inclined slightly upward.	_____	_____
8. The workstation is adjusted so that the wrist is in a straight line, i.e., not bent up or down.	_____	_____
9. The topmost line of the screen is slightly below eye level.	_____	_____
10. Screen position can be tilted.	_____	_____
11. Document holder is positioned at the same height and at the same distance from the viewer as the screen.	_____	_____
12. Work surface is large enough to hold all needed reference material (at least 35 inches wide).	_____	_____
13. Paper can be easily and conveniently loaded into printers without the need for lifting heavy boxes in awkward postures.	_____	_____
14. Screen has color, brightness, and contrast satisfactory with the operator.	_____	_____
15. The illumination level at the VDT station is between 45 and 70 foot candles (500 and 700 lux).	_____	_____

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 16. Characters on the screen are clear and free of flicker or jitter. | _____ | _____ |
| 17. There is adequate room under the work table to permit movement of operator's legs and a foot rest where necessary. | _____ | _____ |
| 18. Task schedules allow the operator to perform duties not requiring use of the VDT at least 15 minutes during each 2-hour period. | _____ | _____ |
| 19. Are all adjustments easy to make with a single lever or are controls known? (Equipment that is difficult to adjust will probably not be adjusted properly.) | _____ | _____ |

Score (count all "No" answers) _____

Comments: _____

Prepared by: _____ Date: _____

Shop/Task Identification: _____

Operator's Name: _____

Evaluation: When a group of workstations are evaluated by the same evaluator, the higher scores should indicate which workstations are more likely to cause ergonomic stress. It is not necessary for each workstation to achieve a perfect score on this checklist. Common sense should be used to determine whether modifications to workstations are necessary, reasonable, and feasible.